



UNITED STATES MARINE CORPS  
MARINE CORPS COMBAT DEVELOPMENT COMMAND  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5001

Canc: Mar 10

MCBBul 5600  
MCCDC (C 05)  
MCB (B 013)  
11 Dec 09

MARINE CORPS BASE BULLETIN 5600

From: Commander

To: Distribution List

Subj: DIRECTIVES REVIEW FOR FIRST QUARTER

Ref: (a) MCO 5215.1K

Encl: (1) Quarterly Review

(2) Detailed Example of Changes to Directives

(3) Sample Letter of Request to Cancel a Directive or  
Policy Letter

1. Purpose. To provide guidance and instructions for conducting a review of command-sponsored directives in accordance with the reference.

2. Background. The reference requires that commanders of Marine Corps activities ensure directives issued under their cognizance are reviewed annually on their anniversary dates or at a set time each year. It further states that directives that are 9 years old or older must be revised or properly justified as to why a revision is not required.

3. Information

a. Enclosure (1) lists current directives due for review during the first quarter of the calendar year. Each directive identifies the staff section or subordinate command responsible for conducting the review and taking appropriate action.

b. Prompt and thorough review of each directive by the sponsoring activity is essential to maintaining the currency of published Command policies and contributes to the efficient and effective management of Marine Corps Base, Quantico (MCBQ). Sponsoring activities will not republish old directives simply for the purpose of updating the promulgation date. The absence of change to higher headquarters or local policy may be sufficient justification for not revising the directive at this time. However, even if the policies set forth in the directive are current, revision of the directive may be warranted due to

organizational changes, or changes in terminology, local guidance, instructions, procedures, etc. The Chiefs of Staff for Marine Corps Combat Development Command (MCCDC) and MCBQ are the decision authorities for cancellation of directives and will be the final reviewers of recommendations made.

c. The Base Adjutant uses enclosure (1) as a tool to manage the directives review process and to set priority of the work for the Base Files & Directives Section. Informing the Adjutant of what directives require change and the extent of those changes is critical to optimizing administrative support to directive(s) sponsoring agencies. Upon review of its directive(s) each sponsoring agency must annotate the enclosure to indicate what action, if any, is required to make the directive(s) current. The following instructions apply to annotating enclosure (1):

(1) If the directive is current and valid/accurate as written, place a check mark in the column labeled "CURRENT."

(2) If the directive is basically current, but needs minor changes, place a check mark in the column labeled "CHANGE DUE" and provide the date when the proposed change(s) will be submitted to the appropriate Command Staff Secretary (MCCDC or MCB).

(3) If the directive requires major changes, place a check mark in the column labeled "REVISION DUE" and provide the date when the proposed revision will be submitted to the appropriate Command Staff Secretary. If revision of a directive that is 9 years old or older is not considered warranted, provide justification using enclosure (3).

(4) If the directive is no longer required, place a check mark in the column labeled "CANCEL" and propose a cancellation date. Justification using enclosure (3) will be required.

#### 4. Action

##### a. Base Adjutant

(1) Act as overall coordinator for the quarterly directives review and provide assistance to sponsoring agencies beyond the scope of this Order, as required.

(2) Monitor suspense dates for delivery of directive changes and revisions and ensure prompt and efficient administrative action to publish them once received.

(3) Provide an electronic copy of the most current directive(s) to sponsoring agencies to facilitate their drafting changes or revision.

b. Assistant Chief of Staff, G-1. Periodically at weekly Base staff meetings remind the Base staff and subordinate commands of their directives review deadlines and the status of publication of directive updates.

c. General & Special Staff Principals and Subordinate Commanders

(1) Conduct a thorough review of the directives listed in the enclosure for which your agency is a sponsor to determine their necessity, accuracy, and consonance with current U.S. Marine Corps and MCCDC policies.

(a) Staff directives that have become obsolete and staff new or proposed revisions, changes, or cancellations to directives or policy to applicable commands, divisions, and activities requiring oversight or input. All recommendations resulting from staffing will be provided to the appropriate Command Staff Secretary for their review and routing for their CoS's consideration. Use sample letter in enclosure (3) when requesting to cancel a directive or policy letter. Enclosure (3) should include specifically who the request was staffed to and all responses resulting from staff work. The intent is to provide decision makers the ability to ask questions to the appropriate individuals who completed staff work.

(b) Work directly with MCB/MCCDC Staff Secretaries to gain approval to revisions, changes, or cancellations resulting from staff work. All debate on revisions, changes, or cancellations will be resolved between commands, divisions, or activities and the appropriate CoS's office before the MCB/MCCDC Adjutant's Directives Control Point (DCP) will accept it for editorial review, formatting, and preparation for final signature. Additionally, and most importantly, the command, division, or activity responsible for initiating revisions, changes, or cancellations that have been approved by MCB or MCCDC CoSs, will identify and outline these on command letterhead addressed to the MCB/MCCDC Adjutant's DCP office. For example, if paragraph one of a directive required the word "guidelines" to be changed to "rules," an entry similar to the following would appear on command letterhead addressed to the MCB/MCCDC Adjutant's DCP office:

**CHANGE: Paragraph 1. Delete the word "guidelines" and replace with the word "rules."**

If there are significant changes to a sentence or paragraph it is recommended that you simply rewrite the sentence or paragraph as you would like it to appear. Enclosure (2) provides a more detailed example.

(2) Annotate and return enclosure (1), with endorsement, to the Base Adjutant (B 013) not later than **28 January 2010**.

(3) Submit changes and revisions to the directives listed in enclosure (1), as required, to the appropriate Command Staff Secretary and Chief of Staff, respectively, not later than **31 March 2010**.

5. Upon receipt of letterhead identifying revisions or changes that were debated and approved by the appropriate MCB/MCCDC CoSs, the MCB/MCCDC Adjutant's DCP office will execute its editorial and format review and expedite a final product for signature within 5-7 days. Once the directive is finally signed, it will be returned to MCB/MCCDC Adjutant's DCP to be published to the MCBQ Directive's webpage located at the following address <http://www.quantico.usmc.mil/directives.aspx>. The original signed document and all supporting documents (staffing materials) become property of the MCB/MCCDC Adjutant's DCP and will not be returned to the originator.

/s/  
T. A. GERKE  
Chief of Staff

DISTRIBUTION: A

DETAILED EXAMPLE OF CHANGES TO DIRECTIVES



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5001

SSIC  
Office Code  
Date

MARINE CORPS BASE ORDER 6240.3B Ch 1

From: Command, Division, or Activity  
To: MCB/MCCDC Adjutant's Directive Control Point (B 013)

Subj: SWIMMING POOL WATER TREATMENT PLANTS

5. Replace Maintenance Branch with Facilities Logistics Services Section, Public Works Branch

6. Replace Maintenance Branch with Facilities Logistics Services Section, Public Works Branch

6c. Replace Maintenance Branch with Facilities Logistics Services Section, Public Works Branch. Remove MWR is responsible for providing HTH (dry powdered chlorine).

6d. Replace Maintenance Branch with Facilities Logistics Services Section, Public Works Branch

7a.(5). Replace Maintenance Branch with Facilities Logistics Services Section, Public Works Branch

7b. Replace Maintenance Branch with Facilities Logistics Services Section, Public Works Branch

Enclosure (1) SODIUM HYPOCHLORITE (BLEACH - 15 PERCENT)

1. Replace (below 85F) with (above 70Deg. F)

2. Replace the entire paragraph with First Aid. For skin contact, immediately flush the affected area with water for at least 15 minutes. If clothing, shoes, and/or jewelry have come in contact with the product, they should be removed immediately and laundered before re-use. If inhaled and the individual experiences nausea, headache or dizziness, stop work immediately and move to fresh air until these symptoms disappear. If breathing is difficult, administer oxygen and keep the individual warm and at rest. If ingested, immediately drink large quantities of water. DO NOT induce vomiting.

ENCLOSURE (2)

**SAMPLE LETTER OF REQUEST TO CANCEL A DIRECTIVE OR POLICY LETTER**



**UNITED STATES MARINE CORPS**  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:  
SSIC  
Office Code  
Date

From: Organization  
To: Applicable Staff Secretary (their office code)  
Subj: REQUEST CANCELLATION OF DIRECTIVE(S)/POLICY LETTER  
Ref: (a) MCBBul 5600; Quarterly Directives Review

1. In accordance with the reference it is requested that the following directive(s) be cancelled:

MCBO XXXXX.X, Subject

2. The directive(s) was staffed to (state who or where it was staffed to here) for review, and it was determined that the directive(s) should be cancelled or use similar verbiage.

3. The justification for cancelling the above directive(s) is:

4. Point of contact is (provide name, title, and contact number).

Signature Block

ENCLOSURE (3)